

Coordinated Expedited Review for Planning Applications



What is it?

The Coordinated Expedited Review for Planning Applications (CER) process is an optional, fee-based service offered to select small project applicants to allow them to move quickly and efficiently through Planning entitlement processes. Within the CER process, both the applicant and City agree to perform at an accelerated pace in providing necessary information to move a project forward. The agreement to move at a faster pace does not guarantee City support, nor does not allow deviation from any applicable rules and guidelines. A thorough and complete application is needed, and all regulations must be met.

What Projects Qualify?

In the current pilot stage for this service, only a select group of small projects are eligible for CER. All projects must be exempt from review under the California Environmental Quality Act. Eligible projects include Conventional Rezoning (no Prezonings or Planned Development Zonings), Special Use Permits/Amendments, Site Development Permits/Amendments, Conditional Use Permits/Amendments, Planned Development Permits/Amendments, and Lot Line Adjustments (where two to four lots are consolidated into one lot). Certain Preliminary Review applications may also qualify. Planning staff has the final determination of eligibility.

The following specific projects types would typically qualify:

1. Use permits not involving expansion of square footage
2. Small expansions of existing or small new uses or development [typically less than 10,000 square feet (s.f.)]
3. Alcohol sales associated with a full-service grocer
4. Late-night uses for non-controversial businesses (e.g., health club, restaurant without bar and not in close proximity to residential)
5. Alternating parking arrangements
6. Retaining walls
7. Wireless communication antennas
8. Above-ground storage tanks

These types of projects do not qualify for the current pilot phase of the CER process:

1. A large expansion or significant new construction (between 10,000 – 25,000 s.f.)
2. Residential projects
3. Alcohol sales associated with drinking establishments or non-full service grocers
4. Late night uses for controversial businesses (e.g., alcohol sales)
5. Drive through uses
6. Day care uses

How much does it cost?

The CER process costs between approximately \$700 and \$1,300 in addition to the standard processing fees for the application type. The cost varies depending on which other Development Services Partners (Building, Public Works, and Fire Prevention) need to review the application.

What is the Process?

Projects involving a public hearing are typically expected to be scheduled for a public hearing approximately five to six weeks* from the initial submittal. Normal (non-CER) processing time for these types of applications is 12 to 20 weeks*. The general CER process is as follows:

WEEK 1	WEEK 2*	WEEKS 3 – 4*	WEEKS 5 – 6*
Pre-Submittal	Inter-Departmental Intake Meeting	Revisions Submittal	Public Hearing
Applicant submits: - Permit & CEQA Exemption Application - Check for two hours of Planning staff time (\$308) - Two full-sized hard copies of plan set - Electronic version of plans (online link)	Project is reviewed by all applicable Development Partners. Informal but complete comments are relayed. Timeline on any pending comments is provided.	Timeline for submittal of revisions is established at Inter-departmental meeting.	Ten-day appeal period still applies.*
Planning staff reviews: - Completeness - Eligibility for CER - Necessity for other Development Partner reviews	On-site sign is provided.	Any outstanding issues are resolved.	
Meeting with applicant and applicable partners from Planning, Building, Public Works, and Fire Prevention is scheduled.	Community meeting date is scheduled (if applicable).	Hearing notices are mailed.	
	Hearing date is identified.	Staff reports are prepared (if necessary) and draft permit is provided to applicant.	

*These timelines are for Director's and Planning Commission hearings. Projects with City Council hearings require additional time, both for the CER and standard processing schedules. Some processing times may vary. Failure of an applicant to meet accelerated turn-around times will result in forfeiture of expediting fees and a return to standard processing timelines.

How do I get started?

Contact Sylvia Do (Sylvia.Do@sanjoseca.gov / 408-535-7907) to get started. The other City contact is Lee Butler (Lee.Butler@sanjoseca.gov / 408-535-7851).

Where do I find Planning application materials and fee schedule?

Please visit <http://www.sanjoseca.gov/planning/applications/> and http://www.sanjoseca.gov/planning/pdf/10_11_Fee_Schedule_Final.pdf.